

TOWN OF STOW, MASSACHUSETTS 01775  
PROCEDURE FOR OBTAINING A BUILDING PERMIT

1. Applications for building permit are available at the Building Department office, Room 206 in the Stow Town Building. Fill out form completely.
2. Contact the Agent for the Board of Health for a Disposal Works Permit, when applicable, or a clearance slip. Contact the Conservation Commission office for review with regard to wetland and flood plain considerations.
3. The building permit application MUST be accompanied by the following.
  - a. A Disposal Works Permit, when applicable, or a clearance slip from the Board of Health Agent.
  - b. Driveway permit, when required. (Available through Supt. Of Streets).
  - c. Conservation Commission clearance.
  - d. A plot plan of the lot showing the location of the proposed structure(s), the well site and the sewage disposal system. Any existing buildings on the lot must also be shown. The plot plan must include existing highway culverts. The plot plan must be certified by a registered land surveyor. When an existing structure is to be altered with no change in the footprint, a plot plan is not necessary.
  - e. For new structures, architectural, structural, mechanical and civil engineer drawings, details, specifications and engineering computations may be required.
  - f. In the case of small alterations and small additions, a neatly drawn construction plan and a sketched view of the structure with the proposed addition, etc., in either pen or pencil. MAY be accepted.

If the permit is granted, it will be issued upon payment of the fee, as determined by the Building Inspector.

PERMIT FEES:

- (a) \$5.00 per \$1,000 value of construction.
  - (b) Minimum fee: \$30.00.
  - (c) Reissue of expired permit: \$30.00.
4. With regard to repair, exterior alteration and/or demolition of an historic structure which appears on the Stow Historic Inventory or which is over fifty (50) years old, the Historical Commission asks to be contacted before work begins.

Other permits required, if applicable:

Electrical Wiring	Plumbing	Gas	Woodburning Stove
Fire Alarm (two sets of plans required).	Oil Burner		

CONTACT THE BUILDING DEPARTMENT TO REQUEST INSPECTIONS FOR BUILDING, AND ELECTRICAL: 978-897-2193.

Board of Health, Room 207	978-897-4592
Conservation Commission, Room 208	978-897-8615
Fire Department, 16 Crescent St.	978-897-4537
Gas Inspector	978-897-2371
Plumbing Inspector	978-835-1566